



Fiscal Year 2017 MASH Emails

The purpose of this document is to provide a historical record of MASH emails that are sent to users of SPAHRS and MAGIC.

The messages are divided by area with the most recent messages listed at the top of that respective area. The date the message was sent is also listed next to each item. You may also find links to supporting documentation.

This document contains updates that were released since July 1, 2016. For a list of prior updates, please visit the [MMRS Customer Support Page](#).

The document was last updated on January 23, 2017.


MMRS Call Center	2
MAGIC Finance	3
MAGIC Grants Management	8
MAGIC HCM Mini-Master	9
MAGIC Logistics	10
MAGIC & SPAHRS Security	12
SPAHRS	13
MAGIC & SPAHRS Technical.....	15
MAGIC Reporting.....	16
MAGIC & SPAHRS Training	17
Learning Solution (LSO)	18
Vendors.....	19

MMRS Call Center	
Date Sent	Information
7/5/2016	The process to close FY2016 and open FY2017 has been completed. MAGIC is now available. If you have any questions or system problems, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov .

MAGIC Finance	
Date Sent	Information
11/9/2016	A new document type, ZB, has been created. A ZB document is to be used when an agency is transferring cash to the General Fund due to budget reductions allocated to any fund other than the General Fund. Please review the new job aid, Journal Voucher Entry Process (ZB Document Type) , for additional information.
11/1/2016	If you were entering any documents between 1:30 - 2:30 yesterday, 10/31/2016, please check to make sure the information is in MAGIC. If not, you will need to reenter it today. If you have any system issues, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov . We thank you for your patience as we worked to resolve this issue.
10/21/2016	The Paymode Error Reprocess Table Job Aid has been updated to provide detailed steps when creating invoices using the reprocess table. If you have any questions, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov .
10/17/2016	The Mississippi Accountability and Transparency Act (MATA) requires all contracts to be posted to DFA's Transparency website. Generally speaking, a contract will be a written document, typically signed by the vendor and a representative of the State, which includes the terms of the expenditure (period of performance, scope of work, compensation) and any other applicable terms and conditions (payment terms, shipping terms, limitations of liability, E-verify). Any further questions of interpretation or compliance with MATA requirements should be discussed with the agency's legal counsel. Please make sure all contracts are entered into MAGIC and payments against the contracts are to be made on RE documents referencing the contract or a purchase order that was issued for the contract.
9/28/2016	The Fixed Asset Job Aid has been revised to reflect a change to the offsetting general ledger account for a specific entry when using transaction type X16. When X16 is used to record the acquisition of donated or confiscated assets below the CAFR threshold of \$5,000.00, the offsetting general ledger code has been changed to 82000000 – Statistical Commodities from 42600000 - Donations. This change was made to properly record the transaction for CAFR reporting and has no impact to the agency budget.

MAGIC Finance	
Date Sent	Information
9/23/2016	<p>Per DFA/Office of Fiscal Management (OFM):</p> <p>For agencies affected by SB 2362, the payments for prior year receivables will go into the fund that recorded the receivable. The customer payment posts in the current fiscal year, but posts to the budget period of the original invoice. Once a month, DFA\OFM will move the cash to fund 2999000000 and the current year budget period.</p> <p>For agencies that are not affected by SB 2362, the prior year receivable payments create cash in the fund the year the receivable was created. Once a month, DFA/OFM will move that cash from the prior year to the current year budget period using the same fund.</p> <p>If you have any questions, please contact DFA OFM Bureau of Financial Management at ofm.bfm@dfa.ms.gov, or call Lisa Dunn at 601-359-9416.</p>
9/23/2016	Agency users will no longer have the ability to modify layouts at the statewide level. DFA/MMRS will maintain all global layouts for all reports. Users will only have the ability to modify and change the layouts and save them at the user specific level.
9/6/2016	Currently, the funds management report (FMAVCR02) is showing a line for 2016, 2016-A1, and/or 2016-A2. The net of these three is the total for budget year 2016. The Budget Vs Actual Report (ZFFM_BUD_VS_AC_COMM) shows the total for budget year 2016 when you run it using the budget period filter for 2016 to 2016-A2. Once all budget year 2016 closeout jobs are completed, the FMAVCR02 will show the totals for budget year 2016. We will let you know when the closeout is complete.
8/31/2016	Please see the Worker's Compensation – Changes to State Leave Law – Revised memorandum, dated August 30, 2016, found under the DFA Policies and Procedures section of the DFA Direct Links webpage . The memorandum provides policy and procedures regarding Senate Bill 2977 (2008 Regular Session of the Mississippi Legislature) regarding worker's compensation.
8/31/2016	The Warrant Status by Agency Report Job Aid has been updated to include the legislative budget authority and reference fields.
8/29/2016	Per DFA/Office of Fiscal Management (OFM), please see the SB2362 Revenue Codes Memo dated August 26, 2016 on the DFA/OFM website .
8/22/2016	Per DFA/Office of Fiscal Management: Please see the Lapse Processing Letter on the DFA/OFM website under the BY2106 Year End Close section.





MAGIC Finance	
Date Sent	Information
8/15/2016	Per DFA/Office of Fiscal Management: All transactions processed in July will be recorded in the first accounting period of the new fiscal year (01/2017), but can be recorded in either BY2016 or BY2017. Section 64, Constitution of the State of Mississippi, provides that appropriations may be held open for two months – through August 31, 2016. To be assured of adequate processing time, MAGIC invoices and MAGIC transfers transactions for BY2016 should be submitted to OFM through workflow by August 22, 2016.
8/12/2016	Per DFA/Office of Fiscal Management: All BY2016 journal entry documents (JE's) (e.g., ZE, YV, ZK) must be processed on or before August 31, 2016. No BY2016 JE's will be processed after that date. To ensure that all BY2016 JE's are processed in MAGIC, those that required DFA approval must be approved by the agency by August 26, 2016 and include all required supporting documentation to ensure approval by DFA.
8/5/2016	Per DFA/Office of Fiscal Management: There are times when OFM needs to send communication or contact an agency directly outside of MASH. To ensure that OFM has the correct contact information, all agencies need to complete an <u>Agency Contact Information Form</u> . There are a large number of agencies that have not returned the completed form. OFM will start using the information next week in sending agency communication; therefore, it is very important that all agencies return a completed form to ensure that your agency does not miss any important information.
8/5/2016	Per DFA/Office of Fiscal Management: The deadline for all BY2016 waiver letters requests is August 19, 2016. An XL document should be used when requesting a lapse period waiver. MAAPP manual section 11.20.15 has been revised to include MAGIC specific instructions. Submit all waiver request to OFM, Attn: Barbara Elliott.
8/3/2016	Per DFA/Office of Financial Reporting (OFR), the use of T-Code ABNAN will be restricted to OFR staff only. Agencies needing to create assets via the Post Capitalization process will need to send request to Monique.Sims@dfa.ms.gov and Shondra.Barker@dfa.ms.gov .
8/2/2016	Earlier today, August 2, 2016, the MAGIC posting period 2 was accidentally closed. The issue has been resolved and the period is now open for document posting. We apologize for this inconvenience.
7/18/2016	Per DFA/Office of Fiscal Management: Advances for travel expenses issued in BY2016 must be settled by July 29, 2016. Any payments to employees, including salary, can be held by DFA if travel advances are not cleared by the end of the month following the month in which the trip was completed.

MAGIC Finance	
Date Sent	Information
7/14/2016	YP documents will need to be manually entered to process interagency payments that are no longer parked. For instructions on manually entering YP documents, please refer to the job aid .
7/8/2016	<p>Per DFA/Office of Financial Reporting, for all Budget Period 2017 YV documents and forward, the form linked will be required: http://www.dfa.ms.gov/media/4087/correction-request-form.pdf. The form can be found on DFA's website http://www.dfa.ms.gov/.</p> <p>On the top left of the page, select the menu icon , select "DFA Forms" from the drop down menu and select "Office of Financial Reporting". You should see the link to the form "Journal Entry – Correction Request Form".</p> <p>In addition to the new form agencies must include an FB03 or other MAGIC report that matches the entry or entries they are attempting to adjust. If the YV adjustment is a grant or revenue allocation posting, agencies will need to include their summary spreadsheet with calculations for the posting. Additional information may be requested for attachment as we further define this process.</p> <p>For questions or concerns regarding this new policy please contact angela.tyler@dfa.ms.gov.</p>
7/7/2016	All documents unposted as of noon 06/30/2016, have been deleted. Any YP or YT documents that did not post by noon 06/30/2016 will have to be reentered using t-code FV60. If needed, please contact the vendor for a copy of the invoice.
7/6/2016	There will be a delay in the printing of MAGIC warrants today (7/6/2016) and another email will be sent when the warrants are ready for pickup at DFA/OFM.
7/5/2016	For instructions on how to find the received date on parked documents, please review the new job aid within uPerform.
7/5/2016	If your agency uses the Standard Financial Inbound Interface process to load documents into MAGIC, please ensure that all documents are dated 7/1/2016 or later in order to complete processing. The interface process does not conduct a validation on whether the dates in the file are valid dates for the current fiscal year, the interface only validates that it is a valid calendar date. Any documents loaded with 'Posting Date' prior to 7/1/2016 will receive errors at the time of posting as this is not a valid date for the current fiscal year of 2017.
7/5/2016	Per DFA/Office of Fiscal Management: Received Date will be a required field on payment documents during the lapse period. The data entered in this field should be the date the goods or services were received. The received date will be used to categorize payments on the received date reports as payables or encumbrances in order to record the proper GAAP accrual entries.

MAGIC Finance	
Date Sent	Information
7/1/2016	<p>Per DFA/Office of Fiscal Management: Current Year Functional Area Budget Controls will be copied from 2016 to 2017. If an agency wants to change their Budget Control (i.e. turn on or off Z1 or Z3), a request must be emailed to ofm.bfm@dfa.ms.gov.</p> <p>If an agency has question about the Functional Area Budget Controls, contact Lisa Dunn at 601-359-9416.</p>

MAGIC Grants Management	
Date Sent	Information
1/13/2017	Per the December 14, 2016 memo from DFA/Office of Financial Reporting, an edit will be implemented in MAGIC requiring a MAGIC internal order and grant on transactions in 5* series fund. The edit will become effective on Tuesday, January 17, 2017. Please see the memo for additional information.
12/15/2016	For agencies that receive grants, please see the memo from DFA/Office of Financial Reporting regarding a new edit in MAGIC that will become effective in January.
7/1/2016	During the lapse period of July and August, grantor agencies will be able to choose which budget year the claim will be applied. In order for MAGIC to separate each payment and charge them to different budget years and allotment periods, some additional date management will need to be done on the claim. When creating a claim on behalf of the user, or when processing a claim sent in by the user, the start date of the claim will need to correspond to the desired budget year. The expense date on each line item will also need to be changed to reflect this date. No other dates will need to be adjusted. For example: If you get a claim in on July 13th and want to pay it with prior year funds, you will change the start date on the claim to 6/30/2016. This will set the budget period on the invoice and payment document to 2016-A2. If you would like to pay it with the new year funds, set the start date to the current date so the budget period on the invoice and payment document will be set to 2017-A1. The new invoicing program uses this date to sort the payments. This date field should be checked on every claim to ensure proper posting of Grantor claims.

MAGIC HCM Mini-Master	
Date Sent	Information
	No updates at this time.

MAGIC Logistics	
Date Sent	Information
1/23/2017	DFA will be performing PO Close for purchase orders created during the first quarter of FY 2017 that have been fully received/invoiced. The PO Close process will be start on 01/24/2017 and be completed on 01/27/2017.
12/1/2016	<p>Effective 12/1/2016, when an RFx is created and there is no external document attached for upload to the MS Procurement Opportunity website, the error below will be displayed. At least one external document must be attached for the RFx to be created.</p> <p> Please attach the necessary documents that needs to be posted to the Bid Board under the Notes and Attachments tab.</p>
11/7/2016	The NIGP to GL Mapping document has been updated. The document can be found on the MAGIC Logistics page of the DFA website.
8/31/2016	<p>In order for MMRS to complete the PO Close activities for the end of the Budget Year 2016 lapse, PO statuses must be in an ordered status. To get a list of your agency's PO's, run a query in the POWL by choosing "Awaiting Approval" in the Status field and creation dates between 7/1/2015 and 6/30/2016. Most of the PO's in that status should be Rejected but some may need Approval. Approve or Reject all PO's from the list. Additionally, any Fiscal Year 2016 PO in a Saved status should be deleted.</p> <p>If you have any questions, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.</p> <div data-bbox="393 1066 1367 1675"> <p>Active Queries</p> <p>Shopping Carts All (0) Saved (0) Awaiting Approval (0) Public Templates (0)</p> <p>Purchase Orders All (1) Saved (1) Awaiting Approval (0) Rejected (0) Ordered (0) Confirmations pending (0)</p> <p>Document Output Last 7 Days (0)</p> <p>Purchase Orders - All</p> <p> Hide Quick Criteria Maintenance</p> <p>Number: <input type="text"/> To <input type="text"/> </p> <p>Purchase Order Name: <input type="text"/></p> <p>Item Description: <input type="text"/></p> <p>Status: <input type="text" value="Awaiting Approval"/></p> <p>Timeframe: <input type="text"/></p> <p>Creation Date: <input type="text" value="07/01/2015"/> To <input type="text" value="06/30/2016"/> </p> <p>Purchasing Organization: <input type="text"/></p> <p>Purchasing Group: <input type="text"/></p> <p>Supplier: <input type="text"/></p> <p>Requestor: <input type="text"/></p> </div>
8/4/2016	Beginning August 16th, 2016, DFA will be closing Purchase Orders (PO's) where there is no remaining quantity to be received or invoiced for quarters 1, 2, 3 and 4.

MAGIC Logistics	
Date Sent	Information
8/2/2016	When a Goods Receipt (GR) is posted in MAGIC, accounting documents are generated to book the expense for the item(s) received. Therefore, if a Goods Receipt is done in MAGIC for items you have not received (and may never receive), expenses are over-stated and budget is over-consumed. As the end of Lapse period is approaching, it is important that agencies correct Good Receipt balances. Use the Correcting Goods Receipt / Invoice Receipt Balances Job Aid as a guide to review and resolve GR/IR balances. If you need assistance, please contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov .
7/29/2016	Please refer to the Closing a PO with Remaining Balance JOB AID for instructions on how to close and/or cancel a purchase order. It is important that you close/cancel needed purchase orders before the end of Lapse.
7/21/2016	As a reminder, the MAGIC Workflow Approval Request Form has been created. The form should be used to setup your agencies SRM manager, fiscal, or asset approver information in MAGIC. The form also includes setup for ECC Financial Agency Approver areas such as AP/AR/GL/FM. Completed forms should be emailed to the MMRS Call Center at mash@dfa.ms.gov . You should only use the form to make changes to your approval setup going forward. A form does not need to be completed if your approval information is already correct in MAGIC.
7/6/2016	<p>If you edit an existing PO and see error messages regarding “Carry Forward” or “Budget Period references previous Fiscal Year”, select the Header tab and change the FM Posting Date to today’s date. Click the ‘Check’ button, and the error should be corrected.</p> <p>If you experience other issues, contact the MMRS Call Center at 601-359-1343 or via email at mash@dfa.ms.gov.</p>

MAGIC & SPAHRS Security	
Date Sent	Information
	No updates at this time.

SPAHRHS	
Date Sent	Information
11/10/2016	<p>If an employee terminates and has a floating holiday balance, it cannot be paid with the separation payment unless the employee's PIN was certified for CALBK. Also, this same edit has been applied should your agency desire to buyout any floating holidays. Previously, SPAHRHS has allowed floating holidays to be paid upon termination but has recently been re-programmed, since it has been discovered this should not be done unless it is specified in the agency's appropriation.</p>
11/10/2016	<p>If your agency has employees on compressed schedules, and if they are moving from exempt to non-exempt, please review compressed schedule information concerning the recording of overtime for non-exempt employees.</p> <p>SPAHRHS cannot correctly calculate overtime for compressed schedules. There is a manual calculation process that you must perform. The provided links will assist you in understanding this. The links are to SPAHRHS Report Time FAQs (located on the DFA/MMRS website) and two from the Department of Labor.</p> <p>Report Time FAQs Link – See number 35, page 6. http://www.dfa.ms.gov/media/4331/report-time-faqs-1.pdf</p> <p>Compressed Schedule Link https://www.dol.gov/whd/opinion/FLSA/2009/2009_01_16_16_FLSA.htm</p> <p>Overtime Pay Link https://www.dol.gov/whd/overtime_pay.htm</p>

SPAHRs	
Date Sent	Information
11/2/2016	<p>In May 2016, the Fair Labor Standards Act (FLSA), which governs federal minimum wage and overtime pay requirements, was changed, effective December 1, 2016. These changes will not affect employees who currently are in a nonexempt position (eligible for overtime pay). However, employees who are currently in an exempt position (not eligible for overtime pay) with salaries of \$47,476 or less, may have their positions reclassified to non-exempt.</p> <p>Each state agency is responsible for making sure its employees are correctly classified.</p> <p>For more detailed information you may access the US Department of Labor Fact Sheet: https://www.dol.gov/whd/overtime/final2016/overtime-factsheet.htm</p> <p>A workbook has been developed to assist agencies in making their FLSA/Extra Hours changes to positions. It may be accessed via this link: http://www.dfa.ms.gov/media/4654/6248-spahrs-new-federal-overtime-rule-processing-guide.pdf</p> <p>Changes made to a position in SPAHRs will automatically update the information in MAGIC.</p>
8/31/2016	<p>Please see the <i>Worker's Compensation – Changes to State Leave Law – Revised</i> memorandum, dated August 30, 2016, found under the DFA Policies and Procedures section of the DFA Direct Links webpage. The memorandum provides policy and procedures regarding Senate Bill 2977 (2008 Regular Session of the Mississippi Legislature) regarding worker's compensation.</p>
7/5/2016	<p>SPAHRs is now available, and Human Resource (HR) Access for all SPAHRs users has been restored.</p>

MAGIC & SPAHRS Technical	
Date Sent	Information
	No updates at this time.

MAGIC Reporting	
Date Sent	Information
	No updates at this time.

MAGIC & SPAHRS Training	
Date Sent	Information
	No updates at this time.

Learning Solution (LSO)	
Date Sent	Information
	No updates at this time.

Vendors	
Date Sent	Information
	No updates at this time.